

Rolling Meadows Library

Employee Handbook

Attachment C- 12/05/2023

PAID LEAVE FOR ALL WORKERS

This Paid Leave Policy applies to all part-time employees who are scheduled to work less than 20 hours per week and are not entitled to at least (1) hour of paid leave for every 40 hours worked under other RML leave policies. This Paid Leave Policy is provided pursuant to Illinois' Paid Leave for All Workers Act.

Basic Leave Entitlement

Eligible employees will earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per a 12-month period. The 12-month "accrual period" is as follows:

- **A standardized period using the front-load method.**
Paid leave time will be loaded annually at the beginning of each calendar year (January 1) based on the employee's current normal weekly hours. This available paid leave time may be adjusted for any employees that substantially and consistently have an increase to their normal weekly hours at any time during the calendar year to ensure the accurate amount of leave is being given. This paid leave time can only be increased throughout the 12-month period. Adjustments that result in a deduction of hours will only be made prior to the initial load at the beginning of the calendar year.

Use of Paid Leave

Employees may use their paid leave for any reason. However, there may be times when a request for time off under this policy is not granted due to the operational needs of the library, to maintain required staffing levels, and/or to ensure that safety objectives are met.

Providing Notice of Leave

If the use of paid leave is foreseeable, employees should request time off in writing from their department director at least 2 weeks in advance. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify their department director as soon as is practicable.

Carryover

Employees must use all paid leave by the end of the calendar year. No carryover of unused paid leave will be granted and any unused leave will be forfeited.

Payment of Leave

Paid leave will be paid at the employee's base pay rate at the time the leave is taken. Paid leave is not included in overtime calculation. Employees will not be paid any accrued but unused paid leave upon termination of employment.